



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

MICHAEL P. FLANAGAN
STATE SUPERINTENDENT

**FISCAL YEAR 2014
CHILD AND ADULT CARE FOOD PROGRAM
FAMILY DAY CARE HOME SPONSOR MEMORANDUM #21**

TO: Family Day Care Home Sponsors

FROM: Marla J. Moss, Director
Office of School Support Services

DATE: July 22, 2014

SUBJECT: Fiscal Year (FY) 2015 Child and Adult Care Food Program (CACFP)
Application Certification

ACTION: Complete the Fiscal Year 2015 Application Certification -
Due September 30, 2014

All institutions participating in CACFP are required to initiate a certification for FY 2015 to continue participation. The certification will be completed through the Michigan Electronic Grants System Plus (MEGS+).

The MEGS+ certification for CACFP is now available for FDCH sponsors. MEGS+ may be accessed through the Michigan Education Information System (MEIS) at www.michigan.gov/meis. The due date is September 30, 2014.

For FY 2015, the following must be submitted/completed:

- A single certification that any information previously submitted to MDE to support all of the eligibility requirements set forth in 7 CFR 226.6(b)(2) for the institution, its facilities, and all of its current principals is current, or that the institution has submitted any changes or updates to MDE.
- Updated licensing information for each provider participating in CACFP or certification that licensing information in the application is complete and correct.
- Information as required for new fields in the application that have changed since the last certification.
- Information on the independent governing board of directors. The governing board must meet regularly and have the authority to hire and fire the institution's executive director.
- Certification that training of all key staff has been conducted at least annually.

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- A budget and budget worksheets for the upcoming year. The budget worksheets may be found on our website at www.michigan.gov/cacfp under Financial Resources.

All provider site information will be rolled over as active when the agency initiates the certification. It is the sponsor's responsibility to amend provider data to ensure that all data is complete and correct. The sponsor will certify this has been done when completing the certification process.

The following steps must be completed for providers:

Step 1: Review Provider File for Required Documents

The following items must be on file with the sponsor for each provider that will be participating in the CACFP during FY 2015:

- Home Application approved by the sponsor.
- Provider/Sponsor Agreement signed by both the provider and sponsor.
- Verification of the provider's day care registration/license or enrollment as an unlicensed provider.
- Documentation that the provider was trained by the sponsor prior to initial CACFP participation, and at least annually thereafter, in accordance with 7 CFR 226.16(d).
- When applicable, documentation to support Tier 1 eligibility.

Step 2: Review Each Provider Site Application for FY 2015

- Review the provider site data carried forward from FY 2014.
- When applicable, update items such as the license/registration expiration date, meal times, meal types, etc.
- Add the name of the provider in #9 if it is not listed in #2.
- Check box "I certify that the above data is complete and correct" at the end of the site questions.
- Submit the provider application by clicking SUBMIT at the bottom of the page.

Step 3: Add New Providers

Any provider not active in MEGS+ with the current sponsor for FY 2014 is considered a new provider. Providers that change sponsors or change license numbers are considered new providers.

- Add the provider site data in MEGS+.
- Click SUBMIT.

Approval Dates

- New Providers: The approval date will be October 1, 2014, for all new FY 2015 applications submitted on or before October 1, 2014. New FY 2015 applications submitted after October 1, 2014, are approved as of the date the application is submitted via MEGS+.
- Renewing Providers: The approval date will be October 1, 2014, for all renewal FY 2015 applications submitted on or before November 30, 2014.

FY 2014 and 2015 Approval for Providers Added in MEGS+ after the Rollover

The provider site data from FY 2014 cannot carry forward (rollover) to FY 2015 because the data was not available at the time the sponsor initiated the FY 2015 sponsor application. Therefore, the provider application data must be entered and submitted for both fiscal years.

- Add the provider site data in the FY 2014 application.
- Click SUBMIT (this is the approval date for FY 2014).
- Add the provider site data in the FY 2015 application.
- Click SUBMIT.

Throughout the Fiscal Year in MEGS+

- Update all changes to the provider's home application such as meal types, meal times, etc.
- Monitor the provider's registration/licensing/enrollment status and update, if necessary.
- Change the activity status to inactive when a license closes or the provider no longer participates.

Special Notes

Costs requiring Prior Approval (PA) must be submitted to MDE in the budget worksheets (link attached) along with the amended CACFP application adjusted for these costs. Approval by MDE of the amended application constitutes approval of the PA costs.

Costs requiring Specific Prior Written Approval (SPWA) must be submitted to MDE on budget worksheets along with Schedule N, SPWA for Line Items on Administrative Budget, along with the amended application adjusted for these costs. Approval of the amended application and a letter of approval of the SPWA constitute approval of these costs. These approvals must be received *before* costs are incurred or costs will be deemed unallowable.

Failure to submit the annual certification of FY 2015 will result in the loss of claims beginning with the October 2014 claim.

Remember to update your application throughout FY 2015. Per the certification and permanent agreement with MDE, institutions must submit an amended application as changes occur.

If you have any questions regarding the provider application process, you may contact the Child and Adult Care Food Program at (517) 373-7391.

Attachments: CACFP Staff List

**Michigan Department of Education
Child and Adult Care Food Program Staff
608 W. Allegan St.
Lansing, Michigan 48933**

Mailing: P.O. Box 30008, Lansing, MI 48909

Phone: (517) 373-7391

Fax: (517) 373-4022

Website: www.michigan.gov/cacfp

The following staff members are available to assist you in the implementation and administration of the Child and Adult Care Food Program (CACFP).

Ms. Kim Bilyk, Supervisor – bilykk@michigan.gov	517-373-7391
Mr. Doug Wilson, Department Manager – wilsond23@michigan.gov	517-241-4683
Ms. Melissa Lonsberry, Consultant – lonsberrym@michigan.gov	517-241-0526
Ms. Stephanie Schenkel, Consultant – schenkels2@michigan.gov	517-335-7894
Ms. Theresa Galbavi, Secretary – galbavit@michigan.gov	517-373-7391
Ms. Katherine Foreman, Secretary – foremank2@michigan.gov	517-335-2403
Ms. Wendy Crowley, Financial Analyst – crowleyw@michigan.gov	517-373-0406
Ms. Connie Jones, Financial Analyst – jonesc8@michigan.gov	517-373-3630

CACFP Program Analysts

Ms. Barb Cotner – cotnerb@michigan.gov	517-241-0961
Mr. Patrick Fox – foxp1@michigan.gov	517-241-1110
Ms. Dana Galardi – galardid@michigan.gov	517-241-3926
Ms. Sara Harmon – harmons7@michigan.gov	517-335-0705
Ms. Sara Herman – hermans2@michigan.gov	517-335-0888
Mr. Bob Smith – smithb9@michigan.gov	517-373-3682

Staff members are available to answer your questions, and to provide training and technical assistance. Questions related to claims for reimbursement, payments and audits should be directed to Ms. Wendy Crowley.

When contacting the CACFP office by phone, fax, e-mail, or in writing, always include the name of your organization with your phone number, including area code, and CACFP agreement number.